



Bringing people together

December 12th, 2011

**CAMP MOOMBA COORDINATOR
YMCA OF GREATER VANCOUVER
VANCOUVER, BC**

Position Status: Seasonal Contract
Salary: \$100-\$115 per day
Placement date: 2 days per week – February 2012– April 2012
4 days per week – May 2012
5 days per week – June 2012 – Mid August 2012 (7 days during camp
July 29th - Aug 4th, 2012)

Situation:

The YMCA of Greater Vancouver is one of the Lower Mainland's leading charities, with an operating budget of more than \$27 million and an aggressive capital development program. The YMCA provides services in membership, childcare, camping, literacy, employment and community services to over 64,000 participants annually.

Camp Moomba, a program associated with the Western Canadian Pediatric Aids Society (WCPAS), operates in partnership with the YMCA. It is a specialized camping program operating during the week of July 29th-Aug 4th, 2012 at YMCA Camp Elphinstone. This program sees approx.105 campers who are impacted by HIV/AIDS.

Nature & Scope:

The Moomba Coordinator will be responsible for the coordination of Camp Moomba. This person will work with other YMCA staff to ensure policies, program, supplies and logistics are in place for a successful program. Furthermore, the Coordinator will assist campers with registration and will communicate with families on a regular basis to ensure families are receiving the information they will need. The Moomba Coordinator will hire specialized personnel and counsellors for the week, as well as arranging volunteers to assist with different aspects of the program.

During the program delivery component of this position, the Moomba Coordinator will be primarily responsible for camper issues, parent contact, transportation, regular contact with the WCPAS and overall coordination of the Moomba program.

The successful applicant will be required to live on-site at YMCA Camp Elphinstone starting around the beginning of July until mid August. However, accommodations at YMCA Camp Elphinstone will be available if necessary throughout the whole contract.

This person will be dedicated to the common values and principles of the YMCA and WCPAS, must be child focused and an excellent role model. He/she will be a self-starter, motivated, organized, and capable of creating a positive sense of belonging within the camp community.

Responsibilities:

- Oversee registration and transportation for campers attending Camp Moomba
- Hire specialized program staff (counsellors, nurses, therapists)
- Arrange volunteers for a variety of roles in support of Camp Moomba
- Review protocols and policies specific to Camp Moomba
- Work with the Camp Moomba program committee to develop a suitable camp program
- Develop, plan and execute a camp program for all campers (ensure schedule fits with YMCA, theme day, etc)
- Provide written evaluation and report at the end of the program session
- Provide on-site, direct coordination of Camp Moomba

Qualifications:

- Prior experience in a management or leadership position in a residential outdoor recreation setting.
- Be an excellent team player able to work closely and share leadership
- Post secondary education in recreation, education, social work or other related field.
- Quality service training and supervisory experience.
- Strong work ethic with excellent administrative skills.
- Knowledge of HIV/AIDS as asset.

Competencies:

Leadership: Motivates and inspires self and others to take action to achieve desired outcomes.

Relationship Building and Collaboration: Builds positive interactions both internally and externally to achieve work related goals.

Service Attitude/Customer Focus: Identifies needs and wants of members/participants as priority and responds in an effective and timely manner to enhance every person's YMCA experience.

Self Management: Ability to direct personal performance to achieve desired results.

Teamwork: Ability to work effectively with others to achieve optimal collective results.

Flexibility/Managing Change: Ability to know your environment, initiate and respond effectively to changing conditions.

Commitment to Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Please apply in writing with a cover letter and resume by January 4th, 2012:

Pam Chater
YMCA Camps
1760 YMCA Road
Gibsons, BC V0N 1V6
E-mail: pam.chater@vanymca.org
Fax: 1-(604)-886-2363

This position is open to all male and female applicants. We thank all applicants for their interest, however only those selected for an interview will be contacted. A Criminal Background check will be required for the successful candidate.